INSTRUCTIONS FOR REQUESTING REIMBURSEMENT OF OVERNIGHT EXPENSES

- Accurately complete worksheet Itemized Schedule of Interpreter Travel Expenses. Work sheet must include name, phone, and signature of AOC staff member approving invoice.
- 2. Mileage reimbursement rate is \$.41 per mile. If claiming reimbursement for actual mileage or map miles, mileage must be itemized by each day of travel if trip is repeated. (See Map Miles next page)
- 3. Maximum allowance for odometer reading is 30 miles per trip over map miles.
- 4. The standard per diem rate is \$85.00 per 24 hour period including lodging and meals. If you are required to stay in Santa Fe, the per rate is \$135.00 including lodging and meals.
- 5. You may either claim the per diem rate or request reimbursement for actual expenses, but you cannot combine the two, e.g., first 24 hour period per diem rate, second 24 hour period actual with receipts.
- 6. Actual expenses for meals are limited to a reimbursement maximum of \$30.00 per 24 hour period. Keep all receipts for reimbursement. Items not approved for reimbursement are: liquor, movie rentals, personal phone calls, and parking tickets. Accordingly, you must include an itemized receipt along with the credit card receipt if not paying with cash. If the establishment does not provide printed receipts, please ask for a written receipt indicating what was purchased.
- 7. Attach receipts with scotch tape on an 8.5" x 11" sheet of paper. **Do not write on receipts and do not tape over any of the print on the receipt. (See Sample)**
- 8. Gratuities (tips) may be reimbursed up to \$6.00 per day (not to exceed 20% of any individual purchase) in addition to the \$30.00 maximum.
- 9. If meals exceed \$30.00 per day or tips exceed \$6.00 per day, entire amount spent must be accompanied by receipts, even though you will only be reimbursed \$30.00 plus \$6.00 for tips per day.
- 10. If your last day of travel is less than an 24 hour period, you may request reimbursement as follows. No reimbursements for actual expenses during this partial day of travel will be granted. (See Sample)

Per Diem Tips
For 2 hours but less than 6 hours: \$12.00 \$2.00
For 6 hours but less than 12 hours: \$20.00 \$4.00
For 12 hours or more: \$30.00 \$6.00

Attachments:

Map Miles Chart

Proper Submission of Receipts

Sample Worksheet - Itemized Schedule of Interpreter Travel Expenses

Rev. 10.21.2014 aocpis

New Mexico Map Miles Guide

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ICS: RECEIPTS APOD

Applebee's Santa Fe Neighborhood Grill & Bar 4246 Cerrillos Rd. Santa Fe, NR 07905 (505) 473-7551

TE#084 SAMUEL V DATE: 03-03-04 TIME: 19:07 GUESTE: *

0.0 1 WATER 81.49 1 CHIX BROC ALFRE 1-140RTY - PERFECT

14.74

Check TOTAL: 0.99TAX: Total Due:

15.73

42X

844

,51

FAMOUS WOY. (505) 424-0880 VILLA LINDA HALI SANTA FE NN 07505 TIME 12:26 DATE 03/02/2004 TUE a course on the sj.(E MEC) ORINK \$7,13 SUE TOTAL 2.00xITEHS \$0.45 TAXT \$7.13 TOTAL \$6.00 CASH 76.0a CHANGE 00000 No .048694 CLERK F

Duplicate #

Thank Yeu for choosing Applebee's in Santa Fe. We hope you enjoyed your visit and would love to hear any teedback you have. Feel free to drop a comment card in the drep box by the front door. I will respond to you. Harry Control

> WENDY'S OLD FASHIONED HAMBURGERS SANTA FE, NEW WEXTOO

DUT #124 . 59 1 SC\CHIV 4,39 1 CKN BLT HOHEY KS .36 TXTL 5.74 TÜTL 20.00CASH 14.26 CHNG THANK YOU - VISIT AGAIN

9583 11:50 411 MAR. 62'04 REGOOD1

ALBERTSONS PREFERRED SAVINGS CARD

3/04/04 18:21 0987 02 0255 117

1,19 8. SJERRA MIST 1.59 ₺ CAHOY 0.46 LB 0..59 /LB .27 B BAMANA YELLOW 3.25 .20 BAL and TAX 3.25 DEBIT CARD CHANCE

TOTAL MUMBER OF ITEMS SOLD = 3

SIGH UP AND SAVE! ASK ABOUT THE ALBERTSON'S PREFERRED SAVINGS CARD

ALBERTSONS, HELPING MAKE YOUR LIFE EASIER.

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\$180.60 \$6.26 \$1.00 \$12.08 \$2.00 \$30.00 \$90.24 \$20.00 448.97 \$2.50 \$4.50 \$90.24 TOTALS do solemnly swear that the above claim for reimbursement is just and true in all respects and complies with DATE: / MISCELLANEOUS Las Cruces, NM Affect the signed by interpreter and court contact, please transfer total \$1.00 \$2.00 \$1.00 \$2.50 6.50 expenses by category to NM Certification of Interpreter Services and Invoice

ODOMETER READINGS

AMOUN \$180.60 \$6.26 \$12.08 \$20.00 261.99 \$30.00 PER DIEM ash y ana \$4.50 \$8.55 the DFA Regulations Governing the Per Diem and Mileage Act asal VOUCHER \$180.48 DATE \$90.24 \$90.24 MILEAGE 218 NO. OF MILES 282 282 564 AGENCY CODE PAGE 6521 My Street PAYEE SIGN HERE Map Miles Map Miles ENTER START & FINISH TOTALS OF INTERPRETER TRAVEL EXPENSES ITEMIZED SCHEDULE Enter Destination, Name of Court, Type of Proceeding and/or Case Las Cruces to Santa Fe District Court 2005 Hotel - \$180.60 Receipt Attached Court Contact: 1. M. Haph 4 CAR LICENSE NUMBER RESIDENCE CAR YEAR CHARACTER OF EXPENDITURES Account: Juny Witness/Fuhrd Signatiste of Court Contact Breakfast 6/13 \$8.15 Breakfast 6/13 Tip \$1.00 Lunch 6/13 \$10.00 Phone: 505-111-111 Santa Fe to Las Cruces Dinner 6/13 15.35 Dinner 6/13 Tip \$2.50 Dinner 6/12 Tip \$2.00 Breakfast 6/14 \$4.50 Lunch 6/14 \$8.55 Partial Day Per Diem Lunch 6/12 \$6.26 Lunch 6/12 Tip 1.00 Dinner 6/12 \$12.08 JOE 421 Honda Approved By: New Mexico Administrative Office of the Courts Receipts must be attached if claiming parking, meals, hotel, or commercia travei; This schedule must have AOC Approval if submitted by an out-of-state interpreter. 5:00 p.m. ARRIVAL Jose Casablanca TIME SHOW AM OR PM × 6:00 a.m. DEPARTURE PER DIEM IS BASED ON (CHECK ONE) VENDOR CODE 0000012345 6/12-6/14 06/12/10 06/14/10 APPROVED RATES NTERPRETER'S ACTUAL AGENCY NAME

AGENCY						EMIZED COLLEDIU	PAGE			DATE						
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INTERPRETER'S					CAR LICENSE NUMBER											
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VENDOR CODE					CAR MODEL	CAR YEAR	After this form is completed and signed by interpreter and court contact, please transfer total expenses by category to NM Certification of Interpreter Services and Invoice									
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Receipts must be attache			, and the second													
commercial travel; This s by an out-of-state interpre	ave AOC	Approval it submitted	Account	: Jury Witness I	PAYEE SIGN HERE DATE:											